

## **JOB POSTING**

**POSITION TITLE:** Utility Support Services Director (Ordinance Title: Executive 2)

**Salary:** DOE

**Who May Apply Direct:** All regular employees who meet the requirements stated below.

**Unit/Location:** Power Supply and Environmental Affairs Business Unit

**Primary Duties:** Provides strategic leadership for utility support services that includes facilities operations, maintenance and design; real estate services and shops and fleets organizational units. Represents the utility at public meetings, community group meetings and neighborhood associations regarding appropriate use of utility owned or leased properties. This position is responsible for a budget of approximately \$25 million. Decisions involve broad organizational policy regarding efficient operation of the shops and fleet services, the purchase, remodeling/renovation, maintenance and sale of approximately 1 million square feet of SCL controlled or owned properties which involve substantial policy and financial commitment on the part of the Utility. All real estate transaction decisions are managed by this position. Since most of the staff in this division are represented this position has high level oversight for labor negotiations and union interface.

Key responsibilities and deliverable may include, but are not limited to:

- Provides oversight for long-term facility planning and space allocation and utilization.
- Provides oversight for the development of recommendations for the design, repair, or replacement of facilities to ensure utility needs are met and maintained.
- Provides oversight for the cleaning, maintenance, and upkeep of approximately 1 million square feet of owned or leased facilities to ensure SCL employees operate in an efficient, hygienic, productive, and safe environment..
- Provides oversight all real estate acquisitions and negotiations to ensure cost effective space that meets the needs of the utility. Oversees the development of recommendations, which maximize the use of property, and for disbursement of surplus property to meet utility needs.
- Provides leadership, oversight and support for five skilled shops including carpentry, electrical, steel and machine, painting, and transformer testing and mobile equipment.
- Provides oversight for the purchase, maintenance, repair and specification development for specialty equipment required to support utility operations.
- Actively participates in the development and management of labor relations strategies and goals

**Required Qualifications:** A Bachelor's degree in business or public administration, engineering or related field. Substantial management and leadership experience in facilities management, shops and fleets and oversight or related area of responsibility typically gained through 10 or more years progressively responsible assignments; at least 7 of which were as a manager or supervisor in a large, complex multicultural and diverse organization. Demonstrable knowledge of property management, facility planning, space design, federal and state regulations regarding ergonomics and work space requirements, local and state policies regarding real estate transactions, building codes and ability to make recommendations regarding code compliance. Actively promote, support and manage key strategic Citywide initiatives including those related to fair and equal employment, diversity and justice in the workplace. Successful candidates must demonstrate their commitment to and involvement in activities that create and sustain a workforce free of racism and discrimination and that values multiculturalism and diversity as a workforce and community asset.

**Desired Qualifications:** Master's degree and Utility experience preferred. Knowledge of public sector organization practices, including labor relations. Skilled in creating and delivering public presentations to a variety of constituents; managing shifting priorities with very little direction; recruiting and managing a multicultural and diverse staff that possesses various skills. Ability foster and model effective customer service. Ability to coach, counsel, and develop employees, including those of different racial, cultural and demographic backgrounds. Ability to provide management direction in a environment of change; willingness to make difficult and challenging decisions; provide clear expectations and directions; foster creativity and problem solving; and perform the physical requirements and essential functions of the job.

**Position Requirements:** Security clearance and background check may be required. A five year driver's abstract must be submitted on request (regular City employees are excluded from the driver's abstract requirement)

**How to Apply:** For complete job description and instructions for applying, visit [www.seattle.gov/light](http://www.seattle.gov/light). Resumes must be submitted by midnight Sunday, September 25, 2005 to be considered.

**[Click here for full job description.](#)**